PLAN®

Instructions for Completing Your Answer Folder

ACT®

Before you begin marking your PLAN® answer folder, be sure to read the following.

The information on your PLAN answer folder will be used to prepare reports for you and your school. Be careful to follow these instructions and those on the answer folder itself.

ACT will send two copies of your score report to your high school: one for you and your parents, and one for your high school. Information you provide through PLAN will be released to other institutions and organizations only with your permission.

Because your answer folder will be processed by computer, **make sure you:**
- **Use a soft-lead (No. 2) pencil; DO NOT use ink or mechanical pencil.**
- **Fill in only ONE oval under each letter or number you enter.**
- **Grid the blank oval (top oval in list) below each box intentionally left empty.**
- **Keep your pencil marks within the ovals.**
- **Fill in ovals completely, making marks heavy and dark.**
- **Erase errors completely.**

Begin on page 1 of your answer folder.

A

School Name. On the line provided, print the name of the school where you are testing.

B

Name. (NOTE: Compete this section **only if you do not have a barcoded label** affixed to the left of this block. If you have a barcoded label, please skip to block **C**.) Print your name in the boxes labeled Last Name, First Name, MI (middle initial). Begin in the first box for each part of your name. Enter as much of your name as possible, using one box for each letter. Do not extend any part of your name into the boxes reserved for another part of your name. Fill in the corresponding oval in the column directly below each letter. Fill in the empty oval below any space or hyphen in your name.

C

Pre-ID Users Only. If your answer folder has a barcoded label printed above this block, you will skip blocks **D** through **H**. Review the barcoded label for accuracy of your mailing address. If any part of your mailing address is incorrect on the label, fill in the oval in block **C**.

When you turn to page 2, complete **only** the block or blocks among **P, Q, R,** and **S** necessary to correct your address.

If your answer folder does not have a barcoded label above block **C**, continue with block **D**.

D

Student ID Number. Enter your Student ID as directed by your test supervisor, beginning in the first block. Then fill in the corresponding oval below the number. ACT will use this number only for positive identification of your test record and to match your PLAN record to other ACT tests taken at other times (such as EXPLORE® or the ACT®).

E

Social Security Number. If you have a U.S. Social Security number, enter it in the boxes in block **E** and fill in the corresponding ovals. This helps ensure that your scores are correctly attributed to you and will assist in matching your PLAN record to other ACT tests taken at other times, such as the ACT. If you provide a Social Security number, it will be used in accordance with our privacy policy. If you do not know your Social Security number or do not wish to provide it, leave this section blank.

F

Date of Birth. Fill in the oval next to the month you were born. Next, print the day and year of your birth in the boxes provided. Enter a zero for any blank. For example, if born Jan. 6, 1992, write 06 under day and 92 under year. Fill in the corresponding oval below each box.

G

Gender. Fill in the appropriate oval.

H

Racial/Ethnic Background. Fill in the oval corresponding to the phrase that best represents your racial/ethnic background as commonly recognized by your family and friends.

I

PLAN EOS. The PLAN Educational Opportunity Service (EOS) is a FREE college and scholarship information service for students who take PLAN. EOS permits you to receive important information about educational, scholarship, career, and financial aid opportunities from colleges, governmental agencies, ACT, and other organizations. **If you wish to participate, fill in the "Yes" oval.** By responding **"Yes,"** you authorize ACT to send information about you (your name, address, gender, high school, racial/ethnic background, e-mail address, and career choice) to colleges and organizations so they may contact you about programs that you may be interested in exploring. All organizations that receive this information have agreed to use it only for this purpose. **Note:** School ID/SSN is not reported through EOS.

J

Current Grade in School. Fill in the corresponding oval to show your current grade level.

K

Are You Testing at the School You Attend? Fill in the correct oval. If you respond "Yes," *skip* block **L**. If you respond "No," complete block **L**.

L

High School Code. Leave this block empty if you are testing at your own high school or testing with a college outreach program or other special program to which your PLAN results should be reported.

If you responded "No" in block **K** and are not taking PLAN at your high school, but want your scores reported back to your high school, enter the ACT code of your high school.

If you are home schooled, enter the special code provided by your room supervisor. If you enter a number in the boxes, fill in the corresponding oval below each box.

M

Sort Code. If your school is using sort codes, your counselor or room supervisor will provide you with the code number to enter here. If not, you will be instructed to leave this block blank.

N

Student Information. This information is important because educational and scholarship programs often wish to contact students who have specific educational plans or career interests or who have particular characteristics, such as religious affiliation. By providing this information, you can receive information about educational and financial aid programs offered by colleges, scholarship and government agencies, and professional associations.

1. What language do you know best?

   A. English
   B. A language other than English
   C. English and another language about the same
   D. Prefer not to respond

2. Which one of the following best describes the program of courses you are taking in high school?

   A. College preparatory
   B. Other (career/technical, general, etc.)

What is the highest educational level of your parent(s) or guardian(s)? Mark only one response for each parent/guardian.

3. Mother or guardian 1

4. Father or guardian 2

   A. Did not complete high school
   B. High school diploma or equivalent
   C. Career/technical training such as military, apprenticeship, certificate program, etc.
   D. Some college, but no degree
   E. 2-year college degree (associate's)
   F. 4-year college degree (bachelor's)
   G. Some education or degree above a 4-year college degree
   H. I don't know

5. Mark each of the following activities in which you are participating during high school (grade 9 and above).

    A. Instrumental music
    B. Vocal music
    C. Publications
    D. Speech/public speaking/debate
    E. Art-related activities
    F. Dramatics, theater
    G. Varsity athletics
    H. Science-related activities
    I. Academic honors organizations
    J. Cheerleading/school spirit activities
    K. Community service/involvement
    L. Ethnic organization
    M. Foreign exchange program or study abroad
    N. Political organizations
    O. Radio/TV
    P. Religious organizations
    Q. Reserve Officer Training Corps (ROTC)
    R. Social club or fraternity or sorority
    S. Student government
    T. I am not currently participating in any of these activities

6. Are you currently participating in an outreach program sponsored by a college, university, or state agency (for example, Upward Bound, GEAR-UP, EAOP, MESA)? **Note:** An Early College program is not an outreach program.

    Yes
    No

7. During the school year, on average, how many hours each week do you work for pay?

    A. None
    B. 1–5 hours per week
    C. 6–10 hours per week
    D. 11–15 hours per week
    E. 16–20 hours per week
    F. More than 20 hours per week

8. Which **one** of the following most closely describes your future educational plans?

    A. Not planning to complete high school
    B. No education or other training planned for after high school
    C. Job-related training offered through military service
    D. Apprenticeship or other on-the-job training
    E. Career/technical school
    F. 2-year community college or junior college
    G. 4-year college or university
    H. Graduate or professional studies after a 4-year degree (law school, medical school, master's degree, etc.)
    I. Undecided about future educational plans
    J. Other

9. The list on page 5 groups 26 career areas by general types of work and provides examples of jobs in each area. Find the **one** career area with jobs you think you would like best. Fill in the oval containing its letter, A through Z, on the answer folder.

10. Some colleges are sponsored by religious groups. In addition, colleges are often interested in contacting prospective students about their campus-based religious clubs and offerings. Which one of the following best describes your religious affiliations?

    01. Prefer not to respond
    02. African Methodist Episcopal
    03. African Methodist Episcopal Zion
    04. Anglican
    05. Assemblies of God
    06. Baha'i
    07. Baptist
    08. Southern Baptist Convention
    09. Buddhist
    10. Christian-Disciples of Christ
    11. Christian Reformed Church in America
    12. Church of Brethren
    13. Churches of Christ
    14. United Church of Christ
    15. Christian Science (Church of Christ Scientist)
    16. Church of God
    17. Church of Jesus Christ of Latter-day Saints
    18. Church of Nazarene
    19. Episcopal
    20. Evangelical
    21. Hindu
    22. Jain
    23. Jehovah's Witnesses
    24. Judaism
    25. Evangelical Lutheran Church in America
    26. Lutheran Church-Missouri Synod
    27. Mennonite
    28. Methodist
    29. Muslim
    30. Eastern Orthodox churches
    31. Pentecostal
    32. Presbyterian Church
    33. Reformed Church in America
    34. Roman Catholic
    35. Seventh-day Adventist
    36. Sikh
    37. Society of Friends (Quaker)
    38. Unitarian Universalist Association
    39. Other
    40. No religious affiliation

Career Clusters and Career Areas (A–Z)

Administration & Sales Career Cluster

A. Employment-Related Services
Managers (Human Resources,Training/Education, Employee Benefits, etc.); Recruiter; Interviewer; Job Analyst

B. Marketing & Sales
Agents (Insurance, Real Estate, Travel, etc.); Buyer; Sales/ Manufacturers' Representatives; Retail Salesworker; Telemarketer

C. Management
Executive; Purchaser; General Managers (Financial, Office, Property, etc.); Specialty Managers (Retail Store, Hotel/Motel, Food Service, etc.). Other managers are in Career Areas related to their work. For example, see Career Area X.

D. Regulation & Protection
Inspectors (Customs, Food/Drug, etc.); Police Officer; Detective; Park Ranger; Security Manager; Guard

Business Operations Career Cluster

E. Communications & Records
Receptionist; Secretary (including Legal and Medical); Court Reporter; Clerks (Order, Billing, Hotel, etc.)

F. Financial Transactions
Accountant/Auditor; Cashier; Bank Teller; Budget/Credit Analysts; Tax Preparer; Ticket Agent

G. Distribution & Dispatching
Shipping/Receiving Clerks; Warehouse Supervisor; Mail Carrier; Dispatchers (Flight, Cab, etc.); Air Traffic Controller

Technical Career Cluster

H. Transport Operation & Related
Truck/Bus/Cab Drivers; Locomotive Engineer; Ship Captain; Aircraft Pilot; Sailor; Chauffeur

I. Agriculture, Forestry & Related
Farmer; Nursery Manager; Pest Controller; Forester; Logger; Groundskeeper; Animal Caretaker

J. Computer & Information Specialties
Programmer; Systems Analyst; Information Systems Manager; Computer Repairer; Desktop Publisher; Actuary

K. Construction & Maintenance
Carpenter; Electrician; Bricklayer; Tile Setter; Painter; Plumber; Roofer; Firefighter; Custodian

L. Crafts & Related
Cabinetmaker; Tailor; Chef/Cook; Baker; Butcher; Jeweler; Silversmith; Hand Crafter

M. Manufacturing & Processing
Tool & Die Maker; Machinist; Welder; Bookbinder; Printing Press Operator; Photo Process Worker; Dry Cleaner

N. Mechanical & Electrical Specialties
Mechanics/Technicians (Auto, Aircraft, Heating & Air Conditioning, Electronics, etc.); Repairers (Office Machine, Appliance, TV/DVD, etc.)

Science & Technology Career Cluster

O. Engineering & Technologies
Engineers (Aerospace, Agriculture, Nuclear, Civil, Computer, etc.); Technicians (Electronics, Mechanical, Laser, etc.); Surveyor; Drafter; Architect; Technical Illustrator

P. Natural Science & Technologies
Physicist; Astronomer; Biologist; Statistician; Soil Conservationist; Food Technologist; Crime Lab Technician

Q. Medical Technologies (Also see Area W)
Pharmacist; Optician; Prosthetist; Technologists (Surgical, Medical Lab, EEG, etc.); Dietitian

R. Medical Diagnosis & Treatment (Also see Area W)
Physician; Psychiatrist; Pathologist; Dentist; Optometrist; Veterinarian; Nurse Anesthetist; Audiologist; Physician Assistant

S. Social Science
Sociologist; Experimental Psychologist; Political Scientist; Economist; Criminologist; Urban Planner

Arts Career Cluster

T. Applied Arts (Visual)
Artist; Graphic Artist; Photographer; Illustrator; Floral/Fashion/ Interior Designers; Merchandise Displayer

U. Creative & Performing Arts
Writer/Author; Musician; Singer; Dancer; Music Composer; Movie/TV Directors; Fashion Model

V. Applied Arts (Written & Spoken)
Reporter; Columnist; Editor; Advertising Copywriter; Public Relations Specialist; TV Announcer; Librarian; Interpreter

Social Service Career Cluster

W. Health Care (Also see Areas Q and R)
Administrator; Recreational Therapist; Psychiatric Technician; Dental Hygienist/Assistant; Geriatric Aide; Licensed Practical Nurse

X. Education
Administrator; Teachers & Aides (Preschool, Elementary & Secondary, Special Education, PE, etc.). Other teachers are in Career Areas related to their specialty. For example, Physics Teacher is in Career Area P.

Y. Community Services
Social Service Director; Social Worker; Lawyer; Paralegal; Home Economist; Career Counselor; Clergy

Z. Personal Services
Waiter/Waitress; Barber; Cosmetologist; Flight Attendant; Household Worker; Home Health and Care Aide; Travel Guide

O

E-mail Address. When you provide your e-mail address, ACT may use it to communicate with you. Additionally, if you respond "Yes" to block **I**, ACT will provide this address to colleges and organizations offering programs that may be of interest to you.

Turn your answer folder to page 2.

Reminder—If a barcoded label was applied to page 1 of your answer folder, complete blocks **P** through **S only as necessary** to correct the mailing address printed on your label.

P

Mailing Address. Print your current mailing address in the boxes. Be sure to leave a space between the parts of your address. If you need to abbreviate in block **P**, use the abbreviations listed on this page. (Letter ovals are in the upper part and number ovals are in the lower part of block **P**.) If you live in an apartment, enter the apartment number after the name of the street, as shown in the first example below.

Examples
Leave one space between parts of your address.
(House No. & Street & Apt. No.; or P.O. Box & No.; or RR & No.)

Enter "1420 Fieldcrest Place Apt 315" as:

| 1 | 4 | 2 | 0 | | F | L | D | C | R | S | T | | P | L | | A | P | T | | 3 | 1 | 5 | |

Enter "Route 2 Box 188" as:

| R | O | U | T | E | | 2 | | B | O | X | | 1 | 8 | 8 | | | | | | | | | |

Enter "P.O. Box 907354" as:

| P | O | | B | O | X | | 9 | 0 | 7 | 3 | 5 | 4 | | | | | | | | | | | |

Enter "3056 Johnson Manor Dr #N29" as:

| 3 | 0 | 5 | 6 | | J | O | H | N | S | N | | M | A | N | O | R | | D | R | | N | 2 | 9 |

Enter "108 1/2 Oaklawn St" as:

| 1 | 0 | 8 | | 1 | / | 2 | | O | A | K | L | A | W | N | | S | T | | | | | | |

Abbreviations for Street Addresses

Apartment	APT	North	N
Avenue	AVE	Parkway	PKWY
Boulevard	BLVD	Place	PL
Broadway	BDWY	Plaza	PLZ
Causeway	CSWY	Point	PT
Circle	CIR	Port	PRT
Court	CT	Prairie	PR
Crossroad	XRD	Ridge	RDG
Drive	DR	Road	RD
East	E	Route	RTE
Fort	FT	Shore	SHR
Garden	GDN	South	S
Gateway	GTWY	Street	ST
Harbor	HBR	Terrace	TER
Headquarters	HQ	Throughway	TRWY
Heights	HTS	Trail	TRL
Highway	HWY	Trailer	TRLR
Lake	LK	Turnpike	TPKE
Meadow	MDW	Valley	VLY
Mission	MSN	View	VW
Mount	MT	West	W
Mountain	MTN		

Q, R, and S

City, State Code, and ZIP Code. Enter your city, state code, and ZIP code. For block **R**, State Code, see the list of state codes below city and ZIP code.

T

Interest Inventory. Complete this section according to the instructions on page 7.

U

Needs Assessment. Complete this block according to the instructions on your answer folder.

V

Supplemental Items. Mark in this section only if the room supervisor instructs you to do so.

Turn your answer folder to page 3.

W

High School Course Information. Complete this section according to the instructions on your answer folder. You will also want to refer to page 8 of this booklet for descriptions of courses listed in this section.

When you have completed this section, put your pencil down, look up, and wait for further instructions.

Interest Inventory

The things you like to do now can give you clues about jobs you might like in the future. This inventory will help identify jobs you may want to explore. Show how much you would like doing each of the activities listed below. Mark an answer to an activity even if you are uncertain how you feel about it. Consider whether you would **like** or **dislike** the activity, not your ability to do it.

For **each** activity, choose one of the answers below. In block **T**, fill in the circle on your answer folder that contains the letter for your answer. Try to answer **like** or **dislike** as often as possible.

I would **dislike** doing this activity . . . . D
I am **indifferent** (don't care one way or the other). I
I would **like** doing this activity L

1. Explore a science museum
2. Play a musical instrument
3. Help someone make an important decision
4. Conduct a meeting
5. Calculate the interest on a loan
6. Build a picture frame
7. Study biology
8. Draw cartoons

9. Teach people a new hobby
10. Campaign for a political office
11. Plan a monthly budget
12. Pack things into boxes
13. Learn about star formations
14. Write short stories
15. Entertain others by telling jokes or stories
16. Hire a person for a job

17. Sort, count, and store supplies
18. Assemble a cabinet from written instructions
19. Attend the lecture of a well-known scientist
20. Play in a band
21. Help settle an argument between friends
22. Discuss a misleading advertisement with a salesperson
23. Figure shipping costs for catalog orders
24. Design a bird feeder

25. Learn how the brain works
26. Prepare drawings to illustrate a magazine story
27. Give a tour of an exhibit
28. Develop new rules or policies
29. Prepare a budget for a club or group
30. Build furniture
31. Read books or magazines about new scientific findings
32. Write a movie script

33. Help rescue someone in danger
34. Interview workers about company complaints
35. Find errors in a financial account
36. Run a lawn mower
37. Study chemistry
38. Compose or arrange music
39. Show children how to play a game or sport
40. Present information before a group

41. Take inventory in a store
42. Trim hedges and shrubs
43. Use a microscope or other lab equipment
44. Sketch and draw pictures
45. Find out how others believe a problem can be solved
46. Conduct business by phone
47. Keep expense account records
48. Shelve books in a library

49. Read about the origin of the earth, sun, and stars
50. Read about the writing style of modern authors
51. Help people during emergencies
52. Work in a political campaign
53. Operate office machines
54. Repair damage to a tree after a storm
55. Study plant diseases
56. Select music to play for a local radio station

57. Take part in a small group discussion
58. Plan work for other people
59. Set up a bookkeeping system
60. Fix a toy
61. Measure chemicals in a test tube
62. Design a poster for an event
63. Work on a community improvement project
64. Explain legal rights to people

65. Make charts or graphs
66. Engrave lettering or designs on a trophy or plaque
67. Read about a new surgical procedure
68. Write reviews of Broadway plays
69. Give directions to visitors
70. Manage a small business
71. Count and sort money
72. Watch for forest fires

PLAN High School Course Information

Listed below are course titles and descriptions that may help you determine whether your courses are similar to the courses listed on your answer folder. Include only courses offered for credit; do not include extracurricular activities. For combined courses such as Economics/Geography, you may report the entire amount of credit under either course name (but not both), or split the amount of credit between the two courses, marking half the credit for each course.

English (Language Arts)

English courses include any high school credit courses taken in English. If you have taken/planned courses above and beyond the one full year of credit per year, report such credits as Other English.

- English for 9th grade credit
- English for 10th grade credit
- English for 11th grade credit
- English for 12th grade credit
- Other English courses *not* reported above.

*English courses may include such titles as grammar, reading comprehension, literature, composition, writing, debate, speech, public speaking, and journalism. Include **only** if taken for credit.*

Mathematics

Do not include general math, business math, or consumer math.

- Algebra 1—**not** Pre-Algebra (Include Algebra 1 even if taken before grade 9. Examples: First-year Algebra, Beginning Algebra, Elementary Algebra, Introductory Algebra)
- Geometry (Include Geometry even if taken before grade 9. Examples: Plane geometry, Solid geometry, Euclidean geometry, Coordinate geometry)
- Algebra 2 (Examples: Second-year Algebra, Advanced Algebra)
- Trigonometry
- Pre-Calculus (Examples: Analysis, Functions, Analytic Geometry)
- Calculus
- Other math courses beyond Algebra 2 not reported above (Examples: Statistics, College Algebra, Advanced Math)

If your school offers a formal integrated math program, report those courses here. Do not duplicate courses reported above.

- College preparatory integrated math—grade 9
- College preparatory integrated math—grade 10
- College preparatory integrated math—grade 11
- College preparatory integrated math—grade 12

Social Studies

- U.S. History (Examples: American History, History of the United States)
- World History (Examples: Any history covering the history of more than one continent.)
- American Government, Civics, Citizenship (Examples: Political Science, U.S. Government, American Politics)
- World Cultures, Global Studies (Example: Western Civilization)
- Geography (Example: World Geography)
- Economics (Examples: Consumer Economics, Business Economics)
- Psychology (Examples: Child Psychology, Educational Psychology)
- Sociology
- Other Social Studies courses *not* reported above (Examples: State History, Current Events, etc.)

Natural Sciences

Do not include science interest club projects or science fair projects.

- Physical Science, Earth Science, General Science (Examples: Environmental Science, Weather and Climate, Introduction to Geology, Introduction to Science)
- Biology—Year 1 (Typically includes lab work. Example: Introduction to Biology)
- Biology—Year 2 (Typically includes lab work. Example: Advanced Biology)
- Chemistry—Year 1 (Typically includes lab work. Example: First-year Chemistry)
- Chemistry—Year 2 (Typically includes lab work. Example: Second-year Chemistry)
- Physics (May include lab work. Examples: Introductory Physics, Advanced Physics)
- Anatomy and/or Physiology (Examples: Anatomy, Physiology)
- Other Natural Science courses not reported above.

Foreign Languages

Do not include English or computer languages.

- Spanish (Examples: Introductory Spanish, Second-year Spanish, Advanced Spanish, Readings in Spanish)
- French (Examples: Introductory French, Second-year French, Advanced French, Readings in French)
- German (Examples: Introductory German, Second-year German, Advanced German, Readings in German)
- Other Languages (Do not include courses in the languages listed above.)

Visit ACT's website at **www.planstudent.org.**

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